



Greetings 4-H families and volunteers! It is hard to believe that another 4-H year is upon us and it's time to begin re-enrolling! To re-enroll, follow the directions below. Please re-enroll **by November 1<sup>st</sup>** to remain on the list to receive the 4-H newsletter and other communications.

If you do not have internet access at home, we have a public computer at the office to help you through the process.

#### To Re-enroll

1. Go to <https://4h.zsuite.org/>.
2. Log in using the email and password you created last year. If you do not remember the email address you used to set up your account, **STOP** and contact the office. We can access the email information. **DO NOT MAKE A NEW ACCOUNT!** If you have forgotten your password, you can use the 'forgot password' link on the sign in page.
3. Once you log in, you will be directed to your dashboard. Beside the family name, the status will be 'inactive'. From this dashboard, click on "More Actions" and then click "Create Enrollment".
4. This pulls up the enrollment forms you filled out last year. You will see three tabs along the top of the form:
  - a. Personal Information - If you need to update your address, phone number, etc, do that on this tab.
  - b. Waivers - All returning members and volunteers **will need to re-sign and re-date these waivers.**
  - c. Clubs - This is where you can change clubs if needed and add your projects for the year.

**NOTE:** *If you plan to take a market or breeding livestock project, you must select both an appropriate project level and the market or breeding project option.*
5. When finished, click "Add to Cart" to submit your enrollment. You will then be returned to your dashboard, and you can continue to re-enroll other family members. If you need to add a new member, click "+Add Member". The enrollments will be reviewed by the Extension Office. Once approved, the status for that family member will change to "active".
6. From the Dashboard, you can also create or view Record Books (if you choose to do them online), posted announcements and more.

If at any point you are having trouble, click the "CHAT" box at the bottom of the screen and chat with a ZSuite support person. You are also welcomed to contact the Extension Office.

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#### **4-H Project Selection**

During the enrollment process in ZSuite, you will be asked to select your projects. The 4-H Clover Project Selection Guide (aka the “Clover”) has been distributed by Club Leaders. Clovers are also available through the [MSU Extension Store](#). Use the Clover to read the descriptions and requirements of each project. If you want to exhibit something at the Fair, then you must be enrolled in that project. If you plan to take market or breeding livestock projects, you must select both an appropriate project level and the market or breeding project option. Also keep in mind that you can change projects until May 1<sup>st</sup>.

#### **4-H Literature (aka “Project Books”)**

As you select your projects, you will also be asked to select your books. Use your Clover again to see a list of all project materials. The levels books are required. However, you may not need a new one every year. The resource handbooks, helper’s guides and other supplemental materials are optional and are often more expensive. Please only select the project books that you truly need. Ask your club leaders if the club is making the initial book order, or if you are to order your own books. Every club does this differently.